

What to expect as an Instructor Candidate

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Here you will find the teaching resources for the APLS provider course and PLS course.

When you have been allocated to join a faculty as an instructor candidate, you will receive a course program 3-4 weeks prior to the course commencement date.

The course program will have you allocated to sessions for skills, discussion, and scenario teaching. All preparation materials are online and will be on the course laptops.

If you are allocated to a plenary session, as an assistant it is helpful for you to review the plenary materials so you can anticipate how the session will be facilitated.

Support and Feedback

You will also be allocated a mentor (often this is the course director and or Course coach) at the first faculty meeting. Your mentor will provide you with opportunities to reflect on your teaching and support you during the course.

In the course program you will be allocated to co-facilitate sessions with a full instructor.

As an Instructor Candidate/Returning Instructor or Overseas Instructor, Instructor feedback forms will be completed by your co-facilitator and/or a course coach and the course director. A copy of these forms can be found under 'Instructor Development' via 'course materials and resources'.

If you are not allocated to any session, it is advisable that you sit in on other sessions to learn from experienced faculty and see how the different skill stations, discussion groups and scenarios are facilitated.

Mentoring Candidates

Mentoring

You will be allocated a candidate to mentor for the duration of the course. This will happen either at the first faculty meeting or prior to the course.

The **purpose of mentoring** on provider courses is to:

- Improve the candidate's experience of the course by being a link between them and the faculty team.

- Influence the candidates' ability to apply newly gained knowledge and skills in practice

- Give feedback/debrief candidates during the course

- Allow some creativity and flexibility to be sure each candidate has the best possible outcome

What are the **mentor's responsibilities**?

- Make contact early in the course

- Good active listening skills

- Focus on candidate's goals, objectives

- Problem solve with the candidates

- Maximise chances of successful course completion

Role model instructor behaviours: openness to learning, authenticity and honesty in giving feedback.

What about 1:1 mentoring?

May happen informally with some candidates as well as with allocated mentee
Possibility of maintaining confidentiality when needed
Opportunity to address candidate's common concerns – (ie: 'test pressure' vs identification of knowledge/practice gaps for safe care of sick/injured kids)
Clarify questions/issues that arise during course
Useful for giving detailed and specific feedback about an individual's performance

Elements of a focussed mentor session:

Purpose – why are you having this session?
Communication skills –focus on listening, thinking, them talking, silence
Progress – time, awareness of their feelings, build on previous discussions
Trust – establish a respectful honest relationship
Feedback – be able to accept as well as give feedback

Faculty meetings

Day 1: The initial faculty meeting allows for introductions and review of the course program. The course director will clarify any recent modifications to the course content, materials or program. This time is used for orientation to the facility and preparation for the pre-lunch interactive sessions, including having a practice with ALSi for the defibrillation skills teaching and cardiac teaching scenarios.

In subsequent meetings faculty review candidate's response to the teaching sessions and share information that will aid the candidate's progress through the course. At times specific feedback is provided which the allocated mentor will share with the candidate after the meeting.

Thanks for your commitment to joining the faculty in support of APLS provider courses.

Please contact the office 03 8672 2800 if you need any other information to assist you in preparation for your instructor candidate courses.